

**PROPOSED AMENDMENT TO THE GENERAL BYLAWS**  
**DEPARTMENTAL REVOLVING FUNDS BYLAW**

**Section 1: Purpose**

This bylaw establishes and authorizes revolving funds for use by town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

**Section 2: Expenditure Limitations**

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Committee.

**Section 3: Interest**

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

**Section 4: Procedures and Reports**

Except as provided in General Laws Chapter 44, § 53E½ and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

**Section 5: Authorized Revolving Funds**

The Table establishes:

- A. Each revolving fund authorized for use by a town department, board, or committee, agency or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,
- D. The expenses of the program or activity for which each fund may be used, including any restrictions or conditions on expenditures from each fund, and any reporting or other requirements that apply to each fund, and
- E. The fiscal years each fund shall operate under this bylaw.

<b>A. Revolving Fund</b>	<b>B. Authority to Spend Funds</b>	<b>C. Revenue Source</b>	<b>D. Use of Funds, Exceptions &amp; Reporting</b>	<b>E. Fiscal Year Authorized</b>
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	Fiscal year 2018 and subsequent fiscal years
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	Fiscal year 2018 and subsequent fiscal years
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	Fiscal year 2018 and subsequent fiscal years
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	Fiscal year 2018 and subsequent fiscal years
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	Fiscal year 2018 and subsequent fiscal years
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	Fiscal year 2018 and subsequent fiscal years
Animal Control	Police Chief	Animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services; report to receiving towns on services provided per IMA	Fiscal year 2018 and subsequent fiscal years

Council On Aging Programs	Council on Aging & Coordinator	Council on Aging general programs fees	To pay expenses attributable to general programs sponsored by the Council on Aging	Fiscal year 2018 and subsequent fiscal years
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van; reported to Council on Aging via CoA Coordinator	Fiscal year 2018 and subsequent fiscal years
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services; reported to Library Trustees	Fiscal year 2018 and subsequent fiscal years
Library Photocopier	Library Director	Fees from Sargent Memorial Library copy machine use	To pay expenses attributable to the copy machine (e.g., copier supplies and maintenance)	Fiscal year 2018 and subsequent fiscal years
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	Fiscal year 2018 and subsequent fiscal years
Recreation Program Fees	Town Administrator	Recreation program fees	To pay expenses attributable to general programs sponsored by the Recreation Committee	Fiscal year 2018 and subsequent fiscal years
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	Fiscal year 2018 and subsequent fiscal years

## Summary

The Municipal Modernization Act, which became effective in the past year, provides for a number of efficiencies in local government, including the establishment of a revolving fund bylaw. This bylaw will provide more flexibility by eliminating the departmental per fund and total fund caps and broadening the types of departmental receipts for which funds can be established. Moving forward, Town Meeting will no longer be required to annually re-authorize revolving funds; however, expenditure limits will continue to be approved annually by Town Meeting prior to July 1. Legislative action, i.e. Town Meeting vote, will be required only to establish annual expenditure limits or to amend the bylaw to add a new revolving fund.

